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*Classification
11 June 1952*

EXCERPTS

of

MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

13 May 1952

1. Mr. Wolf opened the meeting by stating that he had been spending much time lately trying to analyze the reasons why there had been administrative support failures in the Agency as a whole. He feels that the fault lies largely with our own central administrative support staff in that we have failed to give the operating people adequate support when they first asked for it, thus causing them to bypass us and take things into their own hands. Although a large share of the blame for failures lies within our own group, he does feel that during the past six months there has been steady improvement, but that we must continue to strive to give the operators better administrative support than they can get by working independently.

2. Colonel White stated that papers for signature of the DCI and the DD/A are still not being prepared properly, and that it is necessary that they be rewritten in his office before submission topside. He announced that [REDACTED] will meet with the secretaries of the Administrative Offices at 10:30 AM Thursday in 132 South Building for a general discussion of problems and procedures involved in the mechanics of preparation of papers.

3. Colonel White requested that all Notices be cleared through him before publication.

4. It was announced that the recommendations in Mr. Peel's staff study on responsibility for personnel statistics are to be effective 1 June. A directive will be issued very shortly embodying the recommendations, which are in substance as follows:

a. Responsibility for the control over and production of all personnel statistics throughout the CIA will be assigned to the Personnel Office.

b. The personnel statistics needed by the Comptroller will be furnished by the Personnel Office.

c. The T/O record keeping and statistical functions, together with the two employees now engaged thereon, will be transferred to the Personnel Office.

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d. The transfer to the Personnel Office of the functions of reproduction and dissemination of T/O's assigned under [REDACTED] to the Chief, Organization and Methods Service will be transferred to the Personnel Office.

e. The I&S Office will still continue to prepare clearance statistics and to coordinate with the Personnel Office as at present.

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7. [REDACTED] stated he felt that the orientation lecture which [REDACTED] gives to new employees each week is excellent, and that there may be many old employees who would profit by attending. Colonel White told all Offices to feel free to arrange directly with [REDACTED] about sending anyone who might care to attend.

8. Colonel White stated it was quite obvious that it is impossible to render proper administrative support to the field unless we know what the field does and what it needs. In an effort to overcome this situation, AD/Communications has recently been sending to Colonel White copies of all cables having any administrative aspects. Colonel White hopes that within the next few days he will be able to obtain the approval of the operating offices to have copies of all such cables sent directly to the central administrative offices concerned. If this can be accomplished, he stressed the importance of our own people taking the initiative and stepping into the breach to see that proper support is rendered. As an example of what he wants, he mentioned a recent cable regarding [REDACTED] for [REDACTED] which he gave to [REDACTED] for action. Colonel [REDACTED] obtained the facts from the operators, wrote the project for their signature, and got it before the PRC for action.

9. Colonel White distributed a memorandum regarding personnel for the new Far East command, and stated we must have people, we must have them fast, and they must be good. He stressed the fact that this is a golden opportunity to step into the breach and show what we can do. In selecting these people, Staff Chiefs must assure them that they are being chosen because they are the best, and also assure them of a job without a reduction in grade when their foreign assignments are completed and they return to Headquarters. It is essential that a hard core of professional administrative personnel who belong to the DD/A, no matter where they are physically located, be developed in order that we might fulfill the responsibility with which we are charged.

Mr. Meloon requested all Staff Chiefs to give Personnel as much advance information as possible as to their requirements in connection with the Far East program, and he will put special procurement people on the task immediately.

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11. Mr. Wolf announced that he has taken over the chairmanship of the Career Service Committee since [REDACTED] departure, and that a great deal of the program which is being developed revolves around the personnel matters which Colonel White has discussed. He stated that at its last meeting, the Committee asked [REDACTED] to outline his method for handling personnel problems in his Office. The fundamental principles which [REDACTED] has put into effect have been outstandingly effective, and it is planned that these principles will be incorporated in the Career Service program.

Distribution:

- 1 - Chief, Planning Division
- 1 - Chief, Purchase Division
- 1 - Chief, Supply Division

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